

MONROE COUNTY

JOB DESCRIPTION

Position Title: BUILDING INSPECTOR II

Date: 9/1/06

Position Level: 10

FLSA Status: Non-exempt

Class Code: 10-33

GENERAL DESCRIPTION

Primary function is to inspect structural and non-structural construction for conformance with plans, specifications and applicable codes in keeping with Monroe County's mission, vision and values; as well as perform building plan review for permitting.

KEY RESPONSIBILITIES

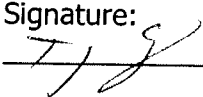
1. *Take inspection requests, log requests and results into computer.
2. *Perform field inspections for compliance with codes.
3. *Review plans and specifications for code compliance and to determine permit costs.
4. * Issue "Stop Work Orders"; investigate complaints and coordinate actions with Code Enforcement.
5. * Perform inspections for floodplain compliance as required.
6. * Review and approve truss plans.
7. *Assist Plan Examiner and staff at counter and by phone with building code questions.
8. *Assist contractor and owners in field as required.
9. Input permit fees and plan review notes on computer.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: INSPECTOR, BUILDING II	Class Code: 10-	Position Level: 10
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KEY JOB REQUIREMENTS	
<i>Education:</i>	AA Degree/2-year college. A combination of education and experience may be substituted for formal education.
<i>Experience:</i>	7-10 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which routinely affect the assigned department and the community.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/ Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	None. May be required to be on call during or after natural disasters.
<i>Other:</i>	Must possess a Standard Building Inspector License issued by the State of Florida and obtain a Standard Plan Examiner license within one year of employment.

APPROVALS		
<i>Department Head:</i>		
Name: <u>Joseph Paskalik</u>	Signature: <u></u>	Date: _____
<i>Division Director:</i>		
Name: <u>Ty Symroski</u>	Signature: <u></u>	Date: <u>8/11/2-6</u>
<i>County Administrator:</i>		
Name: _____	Signature: <u></u>	Date: <u>9/21/06</u>

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name:

Signature:

Date:
